

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-257A

OPEN PERIOD:

10/13/2010 – 11/3/2010

JOB TITLE:

Intelligence Operations
Specialist

PAY GRADE AND SERIES:

GS-0132-09/11

PAY RANGE:

\$50,790 - \$66,022

POSITION LOCATION:

Beale AFB, CA.

UNIT:

234 IS

PDCN #: 80618000
Security Clearance Required:

Top Secret SBI/SCI

APPOINTMENT TYPE: INDEFINITE - DUAL STATUS
AREA OF CONSIDERATION: ALL SOURCES

Military grade of E-3 through E-7.

Compatible Military Grade Assignment: AFSC 1N0X1.
Key Requirements:
THIS IS AN INDEFINITE POSITION

This position is located in the Intelligence exploitation section at an Air National Guard (ANG) Intelligence unit. The primary purpose of the position is to perform specialized analysis duties as a Intelligence Surveillance Reconnaissance (ISR) crewmember and to train assigned military unit members in the duties and functions associated with multi-intelligence (multi-INT) Tasking, Processing, Exploitation, and Dissemination (TPED) activities. Provides real-time TPED support to National Agencies, Joint Commands, Air Force Major Commands (MAJCOMs), Air Operations Centers (AOCs), and US and coalition airborne assets in exercises and contingency operations. Ensures real- and near-real-time multi-INT reporting and analysis by all exploitation sections.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Administrative, professional, investigative, or technical work which required the ability to deal effectively with others; to collect, evaluate and organize pertinent facts; and to prepare clear and concise written reports.

Intelligence Operations Specialist GS-0132-09 (Trainee): Must have 24 months of progressively responsible specialized experience performing functions involving various intelligence systems and organizations; experience in the review and analysis of data, including technical reports, surveys and studies; experience which provided knowledge and ability to perform receipt, accounting storage, and destruction functions for classified document control; experience in administrative, investigative, or technical work which required the ability to deal effectively with others; to collect, evaluate and organize pertinent facts; and to prepare clear and concise written reports; experience in preparing and conducting training plans and programs, both formal and on-the-job training.

Intelligence Operations Specialist GS-0132-11 Must have 36 months of specialized experience in developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations; progressively responsible experience performing function involving various intelligence systems and organizations; experience in the review and analysis of data, including technical reports, surveys, and studies; experience in administrative, investigative, or technical work which required the ability to deal effectively with others; to collect, evaluate and organize pertinent facts; and to prepare clear and concise written reports.

TRAINEE POSITION: Applicants not meeting full qualifications for the GS-11 position indicated above may be

considered for GS-09 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-11 upon meeting full qualifications and recommendations of supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to formulate policies, direct and coordinate intelligence activities.
2. Knowledge of intelligence organizations and systems.
3. Ability to analyze and evaluate raw data in order to provide finished reports.
4. Ability to develop and maintain classified/unclassified reference library.
5. Skill in researching and compiling intelligence information to be disseminated.
6. Knowledge of training aids, techniques and documentation requirements.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Completion of courses such as the Industrial College of the Armed Forces, the National War College and others of comparable level will be credited at the rate of 1 month of education for 2 months of experience.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@NG.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating for qualifications of this office.

CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS

****FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK****

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current résumé* (**mandatory**)
- **Air Force:** Copy of Records Review RIP within last 30 days;
- **Army:** Copy of Personnel Qualification Record within last 30 days
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.

***CREDITING EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE**

LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@NG.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to

NGCAHRJOBSTECH@NG.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER